



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB ADMINISTRATOR I

Job Number: 20001042

Job Code: 47200V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 07/01/1998

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates, evaluates, monitors and/or supervises the provision of one or more vocational rehabilitation programs. Performs public relations and marketing functions; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling, public or business administration or a related field.

#### **EXPERIENCE:**

Must have four years of professional experience in vocational rehabilitation, vocational assessment, employer relations or rehabilitation technology.

#### **Substitute EDUCATION for EXPERIENCE:**

EDUCATION & EXPERIENCE: A bachelor's degree in one of the above areas plus two years of professional experience in vocational rehabilitation, vocational assessment, employer relations or rehabilitation technology will substitute for the required master's degree. EDUCATION: Current certification as a Certified Rehabilitation Counselor (CRC) will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets and applies agency and federal rules, regulations, policies and statutes as they relate to the evaluation of rehabilitation programs. Analyzes and monitors statewide programs of rehabilitation activities and projects in conjunction with the Federal Rehabilitation Act of 1973. Analyzes rehabilitation programs operations and procedures to determine problem areas and makes recommendations to agency management personnel on problem resolution. Performs special projects and studies various rehabilitation programs to measure the effectiveness of service delivery and the long range impact of services and the effectiveness of the field staff reporting system. Prepares federal program evaluation reports, caseload statistics, correspondence, reports and other records. Consults with state and federal officials, industry representatives, institution administrators and federal auditors concerning program evaluation activities. Monitors grants. Allocates and analyzes program operations budget. Coordinates One Stop Career Center activities, School-to-Work programs and supported employment programs. Defines program goals, objectives and accomplishments to identify problem areas. Promotes staff skill building. Monitors various services for individuals with disabilities. Conducts quality assurance reviews. Promotes equal employment opportunities and affirmative action programs for individuals with disabilities. Coordinates customer satisfaction with the Client Assistant Program. Serves as an agency resource person for programs involving the Social Security Administration; Job Training Partnership Act; Worker's Compensation and Projects with Industry.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*